



6 April 2016

Mr Adrian Boothman  
Senior Industrial Relations Advisor  
Hair and Beauty Australia  
GPO Box 5050  
Sydney NSW 2001

Dear Mr Boothman,

**Annual Return of Information for 2016 [AR2016/123]**

I acknowledge receipt on 5 April 2016 of an amended list of office holders providing information in accordance with subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The documents lodged cover the required information for the 2016 Annual Return of Information of Hair and Beauty Australia.

The documents have been filed and can be viewed on the Fair Work Commission website through the List of Registered Organisations - <http://www.fwc.gov.au/index.cfm?pagename=regorgslist>

**Notifications of Change**

Any changes to these records must be notified to the Commission within 35 days of the change. A template Notification of Change Declaration is available on the [fact-sheets](#) page of our website. Hair and Beauty Australia is encouraged to use this template if any changes occur.

Yours sincerely

Carolyn Moloney  
Regulatory Compliance Branch



Fair Work Australia  
Attention: Anastasia Kyriakidis  
c/-[annastasia.kyriakidis@fwc.gov.au](mailto:annastasia.kyriakidis@fwc.gov.au)

Dear Ms Kyriakidis,

**RE: Hair and Beauty Australia – Annual Return of Information for 2016 [AR2016/123]**

1. I, Sarkis Akle, on behalf of Hair and Beauty Australia, solemnly and sincerely declare that the register of Members of Hair and Beauty Australia has been kept and maintained as required by s.230(1)(a) and s230(2) during 2015. I make this declaration conscientiously believing it to be true.
2. The office and only branch of this organization holds the following address:  
  
Hair and Beauty Australia Limited  
Suite 304/Level 3, 5 Hunter Street  
Sydney NSW 2000  
  
With postal address at:  
GPO BOX 5050  
SYDNEY NSW 2001
3. The names, postal addresses and occupations of persons holding such offices are attached.
4. There are no other branches or offices.
5. No branches commenced or ceased operation during 2015
6. See paragraph 2 of the above for address of only branch and office.
7. Elections will be held in October 2016 as per the Association's Constitution.
8. As at December 31, 2015, the total number of members was 1017.
9. No members are ineligible State Members as defined by s.150 of the Act.
10. I, Sarkis Akle, solemnly and sincerely declare that the information lodged are correct statements of the information contained in the organisations' records.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sarkis Akle', is written over a horizontal line.

Sarkis Akle

On behalf of Hair and Beauty Australia Limited

## COMMITTEE MEMBERS 2015

<p>Maureen Harding</p> <p><b><u>PRESIDENT LIFE MEMBER</u></b></p> <p>[REDACTED]</p> <p><b>Postal Address:</b> <b><u>Owner, Hairdressing By Maureen Harding</u></b> Shop 3, 27-29 Oxford Road INGLEBURN NSW 2565</p> <p><b>Home Address:</b></p> <p>[REDACTED]</p> <p><b>Email:</b></p> <p>[REDACTED]</p>	<p>Sarkis Akle</p> <p><b><u>VICE PRESIDENT</u></b></p> <p>[REDACTED]</p> <p><b>Postal Address:</b> <b><u>Owner, Hair by PHD</u></b> 35 – 37 Phillip Street PARRAMATTA NSW 2150</p> <p><b>Home Address:</b></p> <p>[REDACTED]</p> <p><b>Email:</b></p> <p>[REDACTED]</p>
<p>Brian Flohm</p> <p><b><u>TREASURER LIFE MEMBER</u></b></p> <p>[REDACTED]</p> <p><b>Home Address:</b> <b><u>Owner, Norman Flohm Salon</u></b></p> <p>[REDACTED]</p> <p><b>Email:</b></p> <p>[REDACTED]</p>	<p>Mario Nasso</p> <p><b><u>HONORARY SECRETARY</u></b></p> <p>[REDACTED]</p> <p><b>Postal Address:</b> <b><u>Owner, Mario &amp; Raymond Salon</u></b> 8 Olive Street BAULKHAM HILLS NSW 2153</p> <p><b>Home Address:</b></p> <p>[REDACTED]</p> <p><b>Email:</b></p> <p>[REDACTED]</p>

<p>Helen Golisano</p> <p><b><u>DIRECTOR</u></b></p> <p>[REDACTED]</p> <p><b>Postal Address:</b>  <b><u>Owner, Skin Deep Medi-Spas</u></b>  GPO BOX 7870  CLOISTER SQUARE WA 6850</p> <p><b>Home Address:</b>  [REDACTED]</p> <p><b>Email:</b> [REDACTED]</p>	<p>Dr Alana Rowick</p> <p><b><u>DIRECTOR</u></b></p> <p>[REDACTED]</p> <p><b>Postal Address:</b>  <b><u>Owner, Vice Aesthetics Pty Ltd</u></b>  PO BOX 6197  SWANBOURNE WA 6850</p> <p><b>Home Address:</b>  [REDACTED]</p> <p><b>Email:</b> [REDACTED]</p>
<p>Wendy Michetti</p> <p><b><u>DIRECTOR</u></b></p> <p>[REDACTED]</p> <p><b>Postal Address:</b>  <b><u>Owner, Museo Salon &amp; Spa</u></b>  PO BOX 561  MOUNT HAWTHORN WA 6015</p> <p><b>Home Address:</b>  [REDACTED]</p> <p><b>Email:</b> [REDACTED]</p>	<p>Graham Thatcher</p> <p><b><u>DIRECTOR</u></b></p> <p>[REDACTED]</p> <p><b>Postal Address:</b>  <b><u>Owner, Ella Bache Brisbane (Myer and Post Office) / Capalaba / Carindale</u></b>  PO BOX 298  CAPALABA QLD 4157</p> <p><b>Home Address:</b>  [REDACTED]</p> <p><b>Email:</b> [REDACTED]</p>

Cosmo Nati

**DIRECTOR**



**Postal/Home Address:**

**Owner, Cosmo Hair Design**



**Email:**



Deborah Farnworth-Wood

**DIRECTOR**



**Postal Address:**

**Owner, Australian Skin Clinics**

PO BOX 8342

GOLD COAST MAIL CENTRE

BUNDALL QLD 9726

**Home Address:**



**Email:**





4 April 2016

Mr Adrian Boothman  
Senior Industrial Relations Advisor  
Hair and Beauty Australia  
(By email)

Dear Mr Boothman,

**Annual Return of Information for 2016 [AR2016/123]**

I acknowledge receipt on 16 March 2016 of the Declaration providing information in accordance with subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

The documents lodged do not include all of the required information for the 2016 Annual Return of Information of Hair and Beauty Australia. In particular the following is required:

As provided by section 230(1)(c) of the RO Act, could you please provide an amended list of office holders which includes their occupations.

In order to assist organisations to comply with the requirements of subsection 233(1) of the RO Act a template annual return is available on the [fact-sheets](#) page of our website. Hair and Beauty Australia is encouraged to use this template in future years.

On receipt of the amended list of office holders, the annual return will be filed.

Yours sincerely

Carolyn Moloney  
Regulatory Compliance Branch



11 March 2016

Ms Kerri-Ann Allen  
Senior IR Coordinator  
Hair and Beauty Australia  
By email: [kerri-ann@askhaba.com.au](mailto:kerri-ann@askhaba.com.au)

Dear Ms Allen,

**Hair and Beauty Australia  
Annual Return of Information for 2016 [AR2016/123]**

I refer to our letter dated 10 February 2016 reminding you of the obligation to lodge an Annual Return of Information for 2016 by **31 March 2016**. While the organisation has until the end of the month in which to lodge the information, we provide the following as a second and final reminder. Please ignore this letter if you have lodged the Annual Return in the last few days.

A signed and dated declaration certifying matters prescribed in the Fair Work (Registered Organisations) Act 2009 (the RO Act) must be lodged with the Fair Work Commission (the Commission) by that date. The matters to be included in the declaration are set out in the attached checklist.

The declaration must be signed by the Secretary, or where applicable, such other elected official who is required under the rules or by resolution of the organisation, to keep the relevant records (other prescribed officer). A declaration signed by a non-elected person does not meet this requirement. Further, you are reminded that the Secretary or other prescribed officer must also notify the Commission within 35 days of any changes to such records that may occur throughout the year.

If you require further information about an Annual Return you can refer to the '[Annual Information Requirements](#)' page on our website and, in particular, our Webinar slides.

Once an Annual Return has been lodged, a copy will be posted on our website at [List of Registered Organisations](#). Therefore, to protect the privacy of the relevant office holders listed in the declarations, it is recommended that officers list their official mailing address rather than personal home address.

We encourage you to lodge all returns electronically (e.g. as a pdf file) at [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au). Please ensure that emailed documents include signatures where required.

**Please note: failure to comply with these obligations is subject to a civil penalty provision** (up to \$54,000 for a body corporate and \$10,800 for an individual per contravention), under s.305 of the RO Act. Finally, in maintaining the register of members, your attention is drawn to the circumstances where membership ceases to exist (s.230(2)(b) and s.171A of the RO Act).

Please do not hesitate to contact the Commission by phone on (03) 8661 7777 or by e-mail at [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au) if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely,

Anastasia Kyriakidis  
Regulatory Compliance Branch

11 Exhibition Street  
Melbourne VIC 3000  
GPO Box 1994  
Melbourne VIC 3001

Telephone: (03) 8661 7777  
Email : [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au)  
Internet : [www.fwc.gov.au](http://www.fwc.gov.au)

### Obligation to lodge Annual Return of Information by 31 March

For full details see ss.230-233 of the *Fair Work (Registered Organisations) Act 2009* (the RO Act), and rr.147-151 of the *Fair Work (Registered Organisations) Regulations 2009* (the RO Regulations).

A copy of each of the following records must be lodged with the Fair Work Commission (the Commission) between 1 January and 31 March each year. They must be certified by a declaration stating that it is a correct statement of the information contained in that record, signed by the Secretary or such other elected official who is required under the rules, or by resolution of the organisation, to keep the relevant records (**other prescribed officer** see r.150 of the RO Regulations).

**Failure to comply with these obligations is subject to a civil penalty provision – see s.305 of the RO Act.**

Requirement	Details of requirement
Maintenance of Register of Members	A declaration by the Secretary or other prescribed officer certifying that the register of members has, during the immediately preceding calendar year, been kept and maintained as required by ss.230(1)(a) and (2) [s.233(1)(a)] <b>Note:</b> In maintaining the register of members, your attention is drawn to s.171A of the RO Act that outlines the circumstances where membership ceases to exist.
List of Offices	A list of the offices in the organisation and each branch (note the definition of <b>office</b> and <b>officer</b> in ss.6 and 9) [s.230(1)(b)]
List of Office holders	A list of the names, postal addresses and occupations of the persons holding the offices (note the definition of <b>office</b> and <b>officer</b> in ss.6 and 9) [s.230(1)(c)]
List of Branches	A record of the name of each branch of the organisation [s.230(1)(d) and r.147(a)]
New Branches	A record of the name of each branch that commenced operation in the previous 12 months [s.230(1)(d) and r.147(b)]
Old Branches	A record of the name of each branch that ceased operation in the previous 12 months [s.230(1)(d) and r.147(c)]
Addresses of Organisation and Branches	A record of the address of the office of the organisation and the address of the office of each branch [s.230(1)(d) and r.147(d)]
Elections in Organisation and Branches	A record of each election that must, under the rules of the organisation, be held during the year commencing 1 January of the year in which the return is lodged, for any offices in the organisation and branches of the organisation . [s.230(1)(d) and r.147(e)] <b>Note:</b> this provision does not relieve an organisation or branch from the separate requirement to lodge prescribed information prior to each election, as required by s.189 of the RO Act
Statement concerning number of members	A record of the number of members on 31 December in the previous year; and If the organisation has entered into an agreement relating to members of State unions under s.151(1) of the RO Act,- a record of the number of members of the organisation who were (on 31 December in the previous year) ineligible State members in relation to the organisation within the meaning of s.150 of the RO Act. [s.230(1)(d) and rr.147(f) and (g)]

### Obligation to notify of changes within 35 days

If there are any changes during the year to the offices, officeholders, branches (where relevant) or the address of the organisation and/or its branches an organisation must, within 35 days of the change, lodge with the Commission, a notification of such changes certified by declaration signed by the secretary or other prescribed officer of the organisation to be a correct statement of the changes made [RO Act s.233(2) and RO Regulations r.151 refer].





10 February 2016

Ms Kerri-Ann Allen  
Senior IR Coordinator  
Hair and Beauty Australia

By email: [kerri-ann@askhaba.com.au](mailto:kerri-ann@askhaba.com.au)

Dear Ms Allen,

**Hair and Beauty Australia  
Annual Return of Information for 2016 [AR2016/123]**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for 2016 in respect of the Hair and Beauty Australia by **31 March 2016**.

A signed and dated declaration certifying matters prescribed in the *Fair Work (Registered Organisations) Act 2009* (the RO Act) must be lodged with the Fair Work Commission (the Commission) by that date. The matters to be included in the declaration are set out in the attached checklist.

The declaration must be signed by the Secretary, or where applicable, such other elected official who is required under the rules or by resolution of the organisation, to keep the relevant records (other prescribed officer). A declaration signed by a non-elected person does not meet this requirement. Further, you are reminded that the Secretary or other prescribed officer must also notify the Commission within 35 days of any changes to such records that may occur throughout the year.

As previously advised, section 233 places the onus of lodgement on the organisation and not on each individual branch. It is therefore the national body that is obliged to collate and lodge all of the required information. Annual Return templates are available on the Commission website at [Registered Organisations fact sheets](#), one for an [organisation with branches](#) and one for an [organisation without branches](#).

Once an Annual Return has been lodged, a copy will be posted on our website at [List of Registered Organisations](#). Therefore, to protect the privacy of the relevant office holders listed in the declarations, it is recommended that officers list their official mailing address rather than personal home address.

We encourage you to lodge all returns electronically (e.g. as a pdf file) at [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au). Please ensure that emailed documents include signatures where required.

**Please note: failure to comply with these obligations is subject to a civil penalty provision** (up to \$54,000 for a body corporate and \$10,800 for an individual per contravention), under s.305 of the RO Act. Finally, in maintaining the register of members, your attention is drawn to the circumstances where membership ceases to exist (s.230(2)(b) and s.171A of the RO Act).

Please do not hesitate to contact the Commission by phone on (03) 8661 7777 or by e-mail at [orgs@fwc.gov.au](mailto:orgs@fwc.gov.au) if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely,

Anastasia Kyriakidis  
Assistant Adviser  
Regulatory Compliance Branch

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Addresses of Organisation and Branches	A record of the address of the office of the organisation and the address of the office of each branch [s.230(1)(d) and r.147(d)]
Elections in Organisation and Branches	A record of each election that must, under the rules of the organisation, be held during the year commencing 1 January of the year in which the return is lodged, for any offices in the organisation and branches of the organisation . [s.230(1)(d) and r.147(e)] <b>Note:</b> this provision does not relieve an organisation or branch from the separate requirement to lodge prescribed information prior to each election, as required by s.189 of the RO Act
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